

December 12, 1947

MEMORANDUM TO ADMINISTRATIVE OFFICER

SUBJECT: TYPIST POOL

A typist pool consisting of clerk typists awaiting security clearance has been set up at 21st and C Sts. to assist CIA offices in the typing of unclassified material. It is suggested that [REDACTED] offices avail themselves whenever possible of the services of this pool for unclassified material. Restricted material may be submitted to the pool for typing only by special authorization from this office.

Arrangements may be made to send copy to the pool by calling [REDACTED] ext. 491.

[REDACTED]
Acting Chief, [REDACTED]

cc: Chief, Editorial Division
Chief, Special Reports Division
Chief, Field Division

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